

ABBREVIATED ACCIDENT PREVENTION PLAN (AAPP)

NOTE: Site Visits, only. (Please type or print)

Project Site: _____

Contract Number: _____ Task Order: _____

Contractor Name: _____

Contractor Address: _____

Prepared by: _____ Signature: _____ Date: _____

Telephone Number: _____ E-mail Address: _____
(Include area code)

U. S. Army Corps of Engineers, Huntsville Center (CEHNC) Project Manager (PM)

Name: _____ Telephone: _____
(Include area code)

Accepted by: CEHNC Safety Office

Name: _____ Date: _____

Notice: The contractor and all subcontractors must comply with all Occupational Safety and Health Administration (OSHA) laws, state and local mandates and adhere to the requirements of EM 385-1-1, Corps of Engineers Safety and Health Requirements Manual. **This AAPP is not intended to define full compliance with OSHA or other safety laws, codes or regulations.** Compliance with OSHA and other safety laws, codes or regulations, and maintaining a safe work environment for contractor or subcontractor employees remains the Contractor's responsibility.

NOTE: This AAPP is to be used for non-construction site visits only and must be accepted by the CEHNC Safety Office prior to the site visit. All members of the site visit team must comply with the provisions within this AAPP and attend a tailgate safety briefing just prior to the start of the visit and complete the Site Visit Team Statement on Page 7.

SPECIAL INSTRUCTIONS: Coordination must be made with the installation prior to conducting the site visit. Contact the CEHNC PM to assist in making arrangements. **Photographs** and **Video Recording** must also be coordinated with the CEHNC PM, if it is determined to be a necessary requirement.

1. PURPOSE OF THE SITE VISIT. (Examples: Field survey, gather data, records search/review, inspection)

2. PRESENT USAGE. (Check ALL that apply)

- | | | | |
|--|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Military Installation | <input type="checkbox"/> Residential/Housing | <input type="checkbox"/> Recreational | <input type="checkbox"/> Nature Area |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Facility Support | <input type="checkbox"/> Commercial | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Medical Clinic | <input type="checkbox"/> Child Care | <input type="checkbox"/> Industrial | <input type="checkbox"/> Active |
| <input type="checkbox"/> Dental Clinic | <input type="checkbox"/> Dining Facility | <input type="checkbox"/> Landfill | <input type="checkbox"/> Inactive |
| <input type="checkbox"/> Other – specify _____ | | | |

3. CONTRACTOR PERSONNEL RESPONSIBILITIES.

Contractor Team Leader (CTL):

Name: _____ Office: _____

Address: _____ Telephone: _____
(Include area code)

CTL Responsibilities: CTL is responsible for communicating the requirements contained in this AAPP to all team members. The CTL and/or SSHO shall hold a brief tailgate meeting in which the site-specific topics for the day's activities will be discussed. **The SSHO responsibilities can be performed by the CTL.**

Site Safety and Health Officer (SSHO):

Name: _____ Office: _____

Address: _____ Telephone: _____
(Include area code)

SSHO Responsibilities: SSHO will assist the CTL in the instruction/briefing and oversight of the requirements of this AAPP during site/field visit.

Team Members (Other than those listed above)

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

Name: _____ Company: _____ Phone: _____

Team Member Responsibilities: All Team Members are required to read or be briefed on the requirements contained in this AAPP during the tailgate meeting held by the CTL on SSHP. Team members will sign the CTL's Site Visit Team Statement on Page 7 signifying they understand and will comply with the requirements. This statement is to be maintained in the Contractor's on-site files through the entire life of the task order or project. The statement should only be completed prior to the actual visit taking place. It does not have to accompany the AAPP submitted for review.

4. GENERAL DESCRIPTION OF SITE ACTIVITIES.

- | | | | |
|--|---|--|-------------------------------------|
| <input type="checkbox"/> Walk-through | <input type="checkbox"/> Off road | <input type="checkbox"/> Over/on water | <input type="checkbox"/> Fence line |
| <input type="checkbox"/> Drive-through | <input type="checkbox"/> Off paths/trails | <input type="checkbox"/> Fly over | <input type="checkbox"/> Crawlspace |
| <input type="checkbox"/> On/Near roadway | <input type="checkbox"/> On paths/trails | <input type="checkbox"/> Basement | <input type="checkbox"/> Attic |

5. HAZARD EVALUATION.

Check ALL hazards that could be present or encountered during the site/field visit. ALL potential hazards checked must include a brief mitigation measure or measures and document those on Pages 5 and 6. After hazards and mitigation measures have been identified complete Paragraphs 6 thru 13.

- | | | |
|--|--|--|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Climbing | <input type="checkbox"/> Biological |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Work from Elevation | <input type="checkbox"/> Chemical |
| <input type="checkbox"/> Slip/Trips/Falls | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Lifting |
| <input type="checkbox"/> Squatting/Bending | <input type="checkbox"/> Water Hazards | <input type="checkbox"/> Wildlife |
| <input type="checkbox"/> Eye Hazard | <input type="checkbox"/> Head Hazard | <input type="checkbox"/> Foot hazard |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Weather | <input type="checkbox"/> Heat Stress |
| <input type="checkbox"/> Cold Stress | <input type="checkbox"/> Insects | <input type="checkbox"/> Overhead Hazard |
| <input type="checkbox"/> Traffic Hazard | <input type="checkbox"/> Flammable Materials | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Toxic Materials | <input type="checkbox"/> Terrain |
| <input type="checkbox"/> Excavations | <input type="checkbox"/> Noise | <input type="checkbox"/> Motor Vehicle |

Other Hazards not listed:

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

6. HAZARD EVALUATION RISK ASSESSMENT.

☐ HIGH RISK

☐ MEDIUM RISK

☐ LOW RISK

Risk Assessment Levels:

High Risk – Those activities or tests that present significant risk to personnel, equipment, or property, even after precautionary measures have been taken. High Risk activities are **not** to be conducted during site visits. Contact CEHNC PM for further direction.

Medium Risk – Those activities or tests that present greater risk to personnel, equipment, or property than normal site visit tasks, and require more than routine supervision.

Low Risk – Those activities or tests that present no greater risk than normal site visit tasks. Routine supervision is appropriate.

7. COMMUNICATION. Means of communication shall be provided and identified below.

☐ Cell phone

☐ Two-way radio

☐ Desk Telephone

☐ Other _____

8. FIRST AID/CPR REQUIREMENTS. When a medical facility or physician is not accessible within five minutes of an injury to a group of two or more employees for the treatment of injuries, at least two contractor employees conducting the site visit shall be qualified to administer First Aid and CPR. In addition, the contractor will provide and make readily available a properly equipped First Aid Kit to treat their employees. **Special Note: This is not a requirement for employees engaged in routine office/administrative activities.**

First Aid/CPR Certified Person(s) on Team:

Name: _____ Telephone: _____
(Include area code)

Name: _____ Telephone: _____
(Include area code)

9. EMERGENCY RESPONSE.

Prior to the site visit, arrangements shall be made for medical treatment. When Installation/Government Facility is to provide any emergency response or medical treatment those arrangements must be made prior to the visit. A means of transporting injured or ill persons shall also be readily available, e.g., POV, Company Vehicle, etc. as identified below:

☐ POV

☐ Company Vehicle

☐ Other _____

Emergency numbers, call letters, etc., and the method(s), e.g., cell phone, two-way radio, etc., to summons emergency response organizations shall be identified below:

MEDICAL FACILITY _____ SUMMONS METHOD _____

FIRE DEPARTMENT _____ SUMMONS METHOD _____

MILITARY POLICE _____ SUMMONS METHOD _____

LOCAL POLICE _____ SUMMONS METHOD _____

CEHNC PM _____

FACILITY CONTACT _____

OTHERS (List) _____

10. TRAINING. The Contractor is responsible for briefing their employees as well as all subcontractors, and shall meet the required training requirements determined by the contractor to be applicable in this AAPP. See Paragraphs 5 and 8.

11. MINIMUM SAFETY REQUIREMENTS.

- a. If conditions change or hazards arise not previously anticipated or not covered by this AAPP, the Team Members are to stop the activities, leave the area if it is hazardous, and notify the CTL and/or SSHO.
- b. Restricted or POSTED areas. DO NOT enter without permission of the Installation or Proponent. Smoke in designated areas only.
- c. If task involves access to a remote or restricted area, the Two-Person or BUDDY System will be used. The two persons must maintain contact by line of sight and orally at all times. Emergency communication (Two-Way Radio, Cell phone or similar device) must be readily available at all times under these conditions.
- d. Avoid overgrown vegetation, tall grass, and similar areas if possible. In seasons of insects and reptiles, protective measures such as boots, chaps, and repellants should be used when needed. The Buddy System will always be used in these areas. Emergency communication (Two-Way Radio, Cell phone or similar device) must be maintained at all times under these conditions.
- e. Always walk facing traffic, in a single file, and each person must wear a reflective vest when walking along roadways. Flashlights are required during periods of poor visibility e.g., dawn, dusk, after dark, fog, etc.
- f. Electrical energized equipment. Do not enter switchgear room or switchyards without an escort who is familiar with the area and/or the associated hazards.
- g. Excavated Area. Do not enter trenches and holes without an escort who is familiar with the area and/or the associated hazards.

12. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE).

- a. Appropriate clothing shall be worn to abate the hazards identified in Paragraph 5 above. Employees shall wear clothing suitable for the weather and work conditions. As a minimum, long trousers, a sleeved shirt, and leather safety boots or sturdy shoes are required. Shoes are to be commensurate to the hazard.
- b. A Hard Hat is required on all construction and renovation jobs or where overhead hazards exist.
- c. Safety Glasses with side shields are required when eye hazards exist.
- d. Hearing protection is required when sound levels reach or exceed allowable limits.

13. ACCIDENT REPORTING. In the event of an accident, the contractor will notify the CEHNC PM immediately. The contractor is responsible for conducting accident investigations. The CEHNC PM will advise as to the forms that must be completed and submitted to the CEHNC Safety Office.

**ABBREVIATED ACCIDENT PREVENTION PLAN (AAPP)
MITIGATION MEASURES FROM PARAGRAPH 5**

Hazard

Mitigation

Electrical _____

Mechanical _____

Slip/Trips/Falls _____

Squatting/Bending _____

Eye Hazard _____

Environment _____

Cold Stress _____

Traffic Hazard _____

Confined Space _____

Excavations _____

Climbing _____

Work from Elevation _____

Material Handling _____

Water Hazards _____

Head Hazard _____

Weather _____

Insects _____

Flammable Materials _____

Toxic Materials _____

Noise _____

Biological _____

Chemical _____

Lifting _____

Wildlife _____

Foot hazard _____

Heat Stress _____

Overhead Hazard _____

Tools _____

Terrain _____

Motor Vehicle _____

Other Hazard(s) _____

Other Hazard(s) _____

Other Hazard(s) _____

Other Hazard(s) _____

**ABBREVIATED ACCIDENT PREVENTION PLAN (AAPP)
SITE VISIT TEAM STATEMENT
FOR**

(Site Name and Location)

NOTE: This statement is the record to be maintained in the Contractor's on-site files through the entire life of the task order or project. The statement should only be completed just prior to the actual visit taking place. It does not have to accompany the AAPP submitted for review.

1. The contractor will sign this statement:

- a. Prior to the start of the site visit.
- b. When a change is made to this AAPP.

2. I have read, or have had read to me, and understand the general and specific safety and environmental requirements, and will abide by the contents contained in the AAPP. I have been briefed and trained in, and am familiar with, my requirements to conduct the site visit.

<u>NAME (Print)</u>	<u>Office</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Team Leader or Site Safety Officer presenting Briefing:

_____	_____	_____
(Name)	(Signature)	(Date)